

Contract User Guide for ENE46

ENE46: Propane [Liquefied Petroleum] Gases

UPDATED: 4/28/2020

Contract #:	ENE46
MMARS MA #:	ENE46*
Initial Contract Term:	August 1, 2017-July 31, 2020
Maximum End Date:	July 31, 2023
Current Contract Term:	August 1, 2017-July 31, 2023
Contract Manager:	Michael Woods, 617-720-3191, michael.woods@mass.gov
UNSPSC Codes:	15-11-15-01- Propane

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Zone Listing](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for Propane [Liquefied Petroleum] Gases. This contract includes the purchase and delivery of Propane.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 1 of 11

Contract Categories

Category 1: **Differential Pricing** – A differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN's Weekly Propane Newsletter. This indicator changes weekly.

Category 2: **Fixed Pricing** – Fixed, locked-in rates for propane pricing as agreed upon between the purchasing entity and the Awarded Contractor.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive Pricing
- Qualified and experienced vendors
- All vendors offer Prompt Pay Discount

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide and the RFR, visit [COMMBUYS.com](https://www.commbuys.com) and search for ENE46 to find related Master Blanket Purchase Order (MBPO) information. Also access by clicking the link to the Master Contract record [PO-20-1080-OSD03-SRC01-18684](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- To find the Weekly Posted Commodity Propane Price, visit [COMMBUYS.com](https://www.commbuys.com) and search for ENEFY20 Daily Pricing Index to find related Master Blanket Purchase Order (MBPO) information. Also access by clicking link to the [ENEFY20 Daily Pricing Index MBPO PO-20-1080-OSD03-SRC01-16709](#).

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](https://www.mass.gov/osd).

Updated: 4/28/2020

Page 2 of 11

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- To find the published daily index wholesale price, go to the [ENEFY20 Daily Pricing Index](#) MBPO record on COMMBUYS.
- Purchases made through this contract will be direct, outright purchases

Pricing Options

- **Category 1 Differential Pricing** - Differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN's Weekly Propane newsletter. This indicator changes weekly. The total price is the differential price plus the posted Selkirk, NY price. Price is net, F.O.B. destination including all custom duties and charges and delivery into eligible entity's storage tanks or delivery of cylinders at the various locations included herein. No additional delivery charges will be authorized, except as noted in the RFR.
- **Category 2 Fixed Pricing** - Fixed, locked-in rates for propane pricing. Awarded bidders will work with the individual purchasing entities to determine the specific time to lock into fixed pricing and to come to an agreed upon price. Eligible Entities reserve the right to roll over purchases subject to fixed pricing to additional months if needed. It is the responsibility of the Awarded Bidder and the Purchasing Entity to come to an agreement on how any such unused gallons will be treated prior to entering into an agreement.

Product/Service Pricing and Finding Vendor Price Files

- To find the published daily index wholesale price, go to the [ENEFY20 Daily Pricing Index](#) MBPO record on COMMBUYS.
- Product pricing may be found below;

Category 1 Differential Pricing, One (1) Awarded Vendor – Osterman Propane LLP

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 3 of 11

Category 2 Fixed Pricing, Two (2) Awarded Vendors (pricing is to be negotiated between purchasing entity and Awarded Vendor) –

AmeriGas Propane L.P.

Zone 4	Zone 6	Zone 7
X	X	X

Osterman Propane LLP

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
X	X	X	X	X	X	X	X

When contacting a vendor on statewide contract, always reference ENE46 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From The Contract

The Operational Services Division has set up this contract to allow buyers to record contract purchases in COMMBUYS **after** the purchase has been fulfilled by the vendor. To place an order, buyers will reach out to Statewide Contract Vendors outside of COMMBUYS. Once the vendor's invoice is received, buyers will record the transaction in COMMBUYS as an RPA Release Requisition *within one month of receiving the vendor's invoice*. For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- **Document items in COMMBUYS that have already been purchased**
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately. (See guidance below).

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 4 of 11

Check the Zone listing (starting on page 8) to determine the city or town where you will have the propane delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state.

Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function. This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically, this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

- **ENE46 RPA Guidance**

When conducting your Item Search, enter **ENE46** in the Item Description field. Record the following information on the Items tab in COMMBUYS:

- Line 1: Gallons – Enter the total gallons received under Quantity and the total price under Unit Price. Use GAL as the Unit of Measure (UOM). This total should not include taxes.
- Accurately enter the invoice number in the Invoice Number field for each item line.
- On the Attachments tab, include scanned copies of all records pertaining to the order, i.e. unofficial email quote, receipt of goods or services, final invoice, etc.
- Note: OSD carefully selects contracts (in some cases specific contract categories or situations) that qualify for RPA Release transactions. These typically are situations where the prescribed purchasing process is impractical and/or there exists an emergency situation that prevents the standard COMMBUYS purchase order process.

- **COMMBUYS Help Desk at 888-MA-State (627-8283) or COMMBUYS@mass.gov.**

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 5 of 11



Shipping/Delivery/Returns

Awarded Vendors must verify operational details about sites prior to making deliveries. Awarded Vendors must deliver to all sites located in awarded zones that are accessible by truck. Delivery of propane fuel must be made on days and during hours that are acceptable to contract users. Lead time for normal delivery will be 24 hours; 48 hours for holidays and weekends. Deliveries must be in compliance with all applicable Local, State and Federal laws and regulations. Awarded Vendors are responsible for paying for any damage they cause at a site.

Additional Information/FAQs

Geographical Service Area

Vendors are awarded by Zone. There are eight (8) zones. Please see Appendix A for Zone Chart.

Product Specifications, including Environmental Standards and Requirements

Awarded Vendors guarantee that the product supplied will meet or exceed the ASTM Specifications for Liquefied Petroleum (LP) Gases, Designation D1835-05 and NFPA58 2008 2017 Ed. Standard for the storage and handling, or latest revision thereof.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

Contract User Guide for ENE46

Strategic Sourcing Team Members

DAngelo, Claire , DCR

Harper, Maryfrances , POL

Dwelly, Greg, POL

Simons, Alan, DYS

MacCurtain, Heidi, DDS

Limardo, Melina, MWRA

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 7 of 11

Contract User Guide for ENE46

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Zone s	Discounts (PPD, Dock Delivery, Other)	Minimum Order
Master Contract Record	PO-20-1080-OSD03-SRC01-18684	Michael Woods	617-720-3191	Michael.Woods@mass.gov	N/A	N/A	N/A	N/A
AmeriGas Propane, L.P.	PO-18-1080-OSD03-SRC02-11309	Dawn Stevenson	610-768-3601	dawn.stevenson@amerigas.com	Category 2	4, 6, 7	PPD – 1% - 10 Days	N/A
Osterman Propane LLC	PO-18-1080-OSD03-SRC02-11307	Russ Porowski	610-349-4741	rporowski@superiorplusenergy.com	Category 1, Category 2	1-8	PPD – 1% - 10 Days	N/A

*Note that COMMBUYS is the official system of record for vendor contact information.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 8 of 11

Contract User Guide for ENE46

Appendix A:

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTON	BELCHERTOWN	CHESHIRE
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMONT	BRIMFIELD	DALTON
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA GREAT BARRINGTON
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	HANCOCK
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HINSDALE
DEDHAM	HAMILTON	DUXBURY EAST BRIDGEWATER	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON EAST LONGMEADOW	LANESBOROUGH
DOVER	HAVERHILL	EASTON	PROVINCETOWN	BOXBOROUGH	SOUTHBRIDGE	GILL	EASTHAMPTON	LEE
EVERETT	IPSWICH	FAIRHAVEN	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	GOSHEN	LENOX
HINGHAM	LAWRENCE	FALL RIVER	TRURO	BROOKFIELD	STERLING	HAWLEY	GRANBY	MONROE
HOLBROOK	LOWELL	FOXBOROUGH	WELLFLEET	CARLISLE	STOW	HEATH	GRANVILLE	MONTEREY MOUNT WASHINGTON
HULL	LYNN	FREETOWN	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	HADLEY	NEW ASHFORD
LEXINGTON	LYNNFIELD	HALIFAX		CHELMSFORD	SUDBURY	LEYDEN	HAMPDEN	NEW MARLBOROUGH
LINCOLN	MANCHESTER	HANOVER		CLINTON	SUTTON	LUNENBURG	HATFIELD	NORTH ADAMS
MALDEN	MARBLEHEAD	HANSON		CONCORD	TYNGSBOROUGH	MONTAGUE	HOLLAND	
MEDFORD	MERRIMAC			DOUGLAS	UPTON			

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 9 of 11



OPERATIONAL SERVICES DIVISION

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	OTIS
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	PERU
NEEDHAM	NAHANT	MANSFIELD		EAST	WAYLAND	ORANGE	LONGMEADOW	PITTSFIELD
NEWTON	NEWBURY	MARION		BROOKFIELD	WEBSTER	PELHAM	LUDLOW	RICHMOND
NORWOOD	NEWBURYPORT	MARSHFIELD		FRAMINGHAM	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDISFIELD
QUINCY	NORTH	MATTAPOISETT		FRANKLIN	WEST	ROWE	MONSON	SAVOY
RANDOLPH	ANDOVER			GRAFTON	BROOKFIELD			
REVERE	NORTH	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD
SAUGUS	READING	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	STOCKBRIDGE
SOMERVILLE	PEABODY	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM
STONEHAM	READING	NORFOLK		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON
WAKEFIELD	ROCKPORT	NORTH		HOLLISTON		TEMPLETON	RUSSELL	WEST
WALTHAM	ROWLEY	ATTLEBOROUGH		HOPEDALE		TOWNSEND	SOUTH HADLEY	STOCKBRIDGE
WATERTOWN	SALEM	NORTON		HOPKINTON		WARWICK	SOUTHAMPTON	WILLIAMSTOWN
WELLESLEY	SALISBURY	NORWELL		HUBBARDSTON		WENDELL	SOUTHWICK	WINDSOR
WESTON	SWAMPSCOTT	PEMBROKE		HUDSON		WESTMINSTER	SPRINGFIELD	
WESTWOOD	TEWKSBURY	PLAINVILLE		LANCASTER		WINCHENDON	TOLLAND	
WEYMOUTH	TOPSFIELD	PLYMOUTH		LEICESTER			WALES	
WILMINGTON	WENHAM	PLYMPTON		LITTLETON			WARE	
WINCHESTER	WEST	RAYNHAM		MARLBOROUGH			WEST	
WINTHROP	NEWBURY	REHOBOTH		MAYNARD			SPRINGFIELD	
WOBURN		ROCHESTER		MEDWAY			WESTFIELD	
		ROCKLAND		MENDON			WESTHAMPTON	
		SCITUATE		MILFORD			WHATELY	
		SEEKONK					WILBRAHAM	

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 10 of 11



OPERATIONAL SERVICES DIVISION

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
		SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM		MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE			WILLIAMSBURG WORTHINGTON	

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 4/28/2020

Page 11 of 11